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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: JUN 25 1951

FROM : Chief of Procurement

SUBJECT: Proposed Transfer of Shipping Function

- (a) Secret Memo from [REDACTED] to Advisor for Management, dated 29 May, 1951, Subject: "Analysis of Procurement and Shipping Procedures".
- (b) Secret Memo from Chief Administrative Services to Advisor for Management, dated 18 June, 1951, Subject: "Proposed Transfer of Shipping Function".

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1. As outlined in paragraph 2-b of Reference (a), this office is still of the opinion that the duplication and confusion mentioned therein can be eliminated and that the material requested for shipment through all channels can be more expeditiously processed by the Procurement Office inasmuch as this office is responsible for five of the six phases required in providing this form of logistical support; namely, procurement, storage, issue, packing and accountability. Thus, [REDACTED] Operating Activities of CIA and the Procurement Office can never be eliminated in these phases, whereas, the shipping function which is the fifth and next to the last step in this process necessitates the duplication of records and liaison.

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2. It is also noted in paragraph 2 (a) (1) of Reference (b) that the issuance of shipment numbers is to be taken over by the Shipping Branch. Prior to the establishment of such procedural change, it is requested this office be consulted.

3. In view of the comments in Reference (b) this office still concurs with the recommendations outlined in Reference (a).

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NO CHANGE in Class. ☐
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Date: 22/3/78 By: 022

[REDACTED]
ANDREW E. VAN ESSO[REDACTED]
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P.O. ETD and ETA. P.O. furnishes details to Operating Branch. Confirmations of all details are furnished [REDACTED]

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4. MISCELLANEOUS DETAILS

(a) Numerous calls from Operating Branches to P.O. and [REDACTED] regarding shipping details. The Operating Branches have expressed themselves many times that all logistic support should be centrally located in the P.O.

(b) Often the Operating Branch requests items be removed from a shipment after it has been assembled and specify that delivery be made to an individual in the branch to permit shipment either by pouch or by an employee traveling by air. These calls are received by the P.O. Upon receipt of one of these calls it is necessary to inform [REDACTED] by memo that certain items are going to be removed from a cargo and delivered to the Operating Branch. This necessitates an amendment to the VSD or insertion of proper notations, which is necessary to all offices concerned.

(c) Various requests are received to place special items in safe files being shipped. It is then necessary that P.O. arrange for Security to change the combination and notify the Operating Branch new combination number, so that field consignee can be notified.

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(d) Frequently after cargo has been packed and ready for shipment, the Operating Branch will call P.O. and request that shipment be held for further notice, or advise that shipping numbers must be changed. They often request change in mode of shipment, i.e., Air or Sea.

(e) Station Code Markings are controlled by [REDACTED] These markings are passed on to warehouse at the time shipment is stencilled. Oftentimes in the past this has been done by phone. Since the warehouse maintains a duplicate copy of the code sheet, this represents a good example where markings can be misinterpreted.

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(f) The P.O. receives inquiries regarding cases of shipment via Air or Sea to specific destinations. "How long will it take by Air or Sea?" "When can shipment be prepared to move?" "What is status of cargo?". It is understood that similar calls are also received by [REDACTED] from the Operating Branches. Conflicting information has resulted many times.

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(g) Oftentimes purchases are made at the request of the Operating Branch and assembled at the warehouse and held until the Operating Branch can decide where and when shipment will be made. This results in P.O. and [REDACTED] not knowing what is to be done with the cargo file. These files are often kept open for several weeks, which may

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result in complete neglect of movement.

5. REMARKS

The foregoing details and statements definitely bear out the necessity for a consolidated operation within the P.O. of the Transportation Unit, in order to eliminate the many phone calls, memorandums and duplication of files. The present arrangement has completely confused many of the Operating Branches, in that they do not know exactly what office to call for certain information.